

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Fire District Administrative Office Building  
May 1, 2013

Chairman Michael Howard called the meeting to order at 6:30 p.m.

**Commissioners Present:** Chairman Michael Howard, Commissioner Jay Dyal, Commissioner Christina Miller, Commissioner Liza Simpson, and Commissioner Walker.

**Commissioners Absent:** None.

**District Personnel Present:** Chief Paul Hewitt, AC/FM Scott Adams, BC Eric Hales, BC Ray Huntzinger, Inspector Casey Vorwaller, Traci Madson, and Bill Pyper.

**Public Present:** Bill Silva

**I. Approval of Previous Meeting Minutes:** Chairman Howard called for a motion to approve the April 3, 2013 minutes, moved by Commissioner Dyal, seconded by Commissioner Simpson, passed by all. Commissioner Walker abstained from voting.

**II. Public Input:** None.

**III. Commission Reports:**

A. Correspondence: The Fire District received a letter from a small volunteer fire department in Oregon requesting SCBA equipment. BC Huntzinger reported that the Fire District will be helping this fire department out with some equipment. Chief Huntzinger reported that he would draft a release of liability which will also state that the Fire District will not be responsible to provide training for the equipment donated. They will also be responsible for shipping.

B. The Fire District also received a letter from Claudia McMullin regarding personnel management within the county and chain of command.

C. Financial: All bills have been reviewed and signed.

**IV. Old Business:**

A. None.

**V. New Business:**

Chairman Howard reported that the Fire District received a memo from the State of Utah Department of Commerce which will affect all public meetings beginning May 14<sup>th</sup>. Traci will contact Sharon Baumen and Mark Steinagel to get clarification as to exactly what documents need to be available on the public meeting web site.

**VI. Staff Reports and Input.**

- A. Chief Hewitt reported that EMS Appreciation Week will be May 13, 15, and 16 and will be hosted by Park City Medical Center.
- B. Commissioner Simpson asked about standbys for high school events versus other events. AC/FM Adams reported that the Fire District does charge for all standby events.
- C. Chief Hewitt reported that he would be attending the National Prayer Day with Chief Edmunds and Chief Carpenter on May 2.
- D. Chief Hewitt reported that Patti Berry and Bill Pyper will attend Utah Retirement System training on May 6.
- E. Chief Hewitt reported that the crews will participate in flashover training in Salt Lake from May 6<sup>th</sup> through May 11<sup>th</sup>.
- F. Chief Hewitt and BC Hales will attend the Governor's Public Safety Symposium on May 7-8; this will be paid for by the LEPC grant that BC Hales applied for.
- G. Chief Hewitt reported that the Park City High School docudrama will be on May 23<sup>rd</sup>.

**VII. Discussion of Possible Future Agenda Items/Additional Comments:**

- A. None.

**VIII. Adjournment:** With no further business to come before the board, Chairman Howard called for a motion to adjourn the Public Meeting and move into Closed Session, moved by Commissioner Simpson, seconded by Walker, passed by all. The Public Meeting adjourned and the Closed Session began at 6:43 p.m.

**IX. Closed Executive Session.** Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held June 5, 2013, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, Utah 84098.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Prepared by: Traci Madson*